

PART TIME JOB FOR OFFICE AUTOMATION CLERK

Description: The USGS Forest and Rangeland Ecosystem Science Center is seeking applications from all qualified U.S. citizens for a student in a support position in the Information and Outreach Office. Duties include: data entry, filing, and general office support; clerical support for processing travel, bankcards, budget reports, and data requests as needed; scan and copy documents; edit and review scientific reports, fact sheets, and brochures; deliver mail between three office buildings in town; manage photo archive database; send out fact sheets and reprints of articles as requested; help manage publication file documentation; and other office duties as they arise. Must have excellent writing skills and strong attention to detail. Candidates must also show strong initiative and ability to work at times with minimal supervision. Knowledge of Microsoft Word, Excel, and Access required. Previous experience with photo imaging software and Adobe software preferred. We are flexible so that students can set up work hours each term. Hours per week can vary between 12-20 with full-time opportunities during holidays and summer. Applicants will take a brief writing, editing, and keyboarding test during the interview. To qualify you must be enrolled in what the College considers to be half-time.

The USGS Forest and Rangeland Ecosystem Science Center provides research and technical assistance in support of sound management and conservation of biological systems in the western United States. Visit us on the web at: <http://fresc.usgs.gov>.

Pay Rate: GS-3 (\$10.19/hour)

Application Deadline: September 30, 2004

Start Date: October 18, 2004

If interested please submit your Resume and Transcripts to:

Laura Syring
USGS – FRESC
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Corvallis, Oregon 97330
e-mail: lwhite@usgs.gov
phone: 541-750-1048 (feel free to call or e-mail if you have any questions)

The USGS is an Equal Opportunity Employer. Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors. This agency provides reasonable accommodation to applicants with disabilities.